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Guiding Principles Senate Committee Structure

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Senate Restructuring Task Force

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Senate Restructuring Task Force

Guiding Principles

Principle 5: Senate Committee Structure

The Senate Restructuring Task Force moves that the Faculty Senate approve the following statement as a guiding principle for the development of proposed changes to the Senate *Bylaws* and GSU *Statutes*:

The Faculty Senate shall discharge its responsibilities through a system of standing and ad hoc committees. The standing committees of the Faculty Senate shall consist of the following eleven committees:

- Senate Executive Committee
- Undergraduate Committee
- Graduate Committee
- Faculty Development Committee
- Faculty Research Committee
- Faculty Service Committee
- Library Committee
- Athletics Committee
- Academic Standards Committee (New)
- Elections Committee (New)
- Faculty Welfare Committee (New)

The attached documentation details each committee's rationale, composition, and primary responsibilities.

Proposed Faculty Senate Committee Restructuring Plan
General Requirements

1. All committees of the Faculty Senate shall be chaired by senators. The chair shall be elected by the voting members of the committee.
2. Each senator shall serve on at least one Senate committee.
3. Regarding the manner by which the committee members are to be chosen: The SEC will be required to appoint committee members based on College/Library division. Those senators will have already garnered the approval of their respective colleges and thus should be bona fide candidates for any committee of the Senate. The non-senator faculty members of Senate committees shall also be appointed based on College/Library division. These committee members will be elected by the Senate from a slate of 2 candidates (for each committee slot) forwarded to the Senate by each college and the Library.
4. Any committee is empowered to invite for counsel and advice other members of the University community as the committee so chooses.
5. All standing committees should periodically review their functions and operating procedures. This review shall be conducted on a systematic basis every three years.

Senate Executive Committee

The Senate Restructuring Task Force envisions no substantive changes to the role of the Senate Executive Committee in the functioning of the Senate. However, as noted in Guiding Principle #1, the Executive Committee will be chaired by the Senate moderator, who shall vote only in the case of a tie vote in the committee. We also recommend that the following requirement be added to the SEC's responsibilities:

- A. Review all foundational documents of the University as they relate to the faculty, including but not necessarily limited to the *Statutes*, *Bylaws*, and various handbooks; to examine extant committee structure of the Senate, including charges and composition; and to recommend to the Senate such revisions or amendments as are deemed appropriate and necessary. This review shall be conducted on a systematic basis every three years.

Rationale:

This review requirement will insure that timely revision takes place as the University evolves. It should also insure that the revision of foundation documents, etc., will be a pro-active rather than reactive, process, thus avoiding the tendency to address problems of the past rather than the needs of the future.

The SEC's current responsibilities are provided below:

The Executive Committee of the Faculty Senate shall serve as the chief governing body for all matters before the Senate, including procedure and protocol. It shall be the purpose of the Senate Executive Committee (SEC) to guide the actions of the Senate so as to enhance all Faculty Senate activities. Specifically, the Executive Committee shall

- 1) instruct the entire Senate at the beginning of each Senate term in the matters of Senate procedures and protocol. Additionally, the Executive Committee shall meet separately with all first-time senators at the beginning of each Senate term to discuss the philosophy and activities of the Faculty Senate at Georgia Southern University.
- 2) may appoint a parliamentarian for each Senate term, if requested by presiding officer. This parliamentarian may be chosen from any member of the University community. This individual will be confirmed by a majority vote of the Senate. This individual will counsel the presiding officer regarding matters of parliamentary procedure.
- 3) shall review the report of the Senate Librarian prior to its distribution to the faculty as a means of expediting all Senate activities.
- 4) shall receive, prior to the construction of each Senate's agenda, all proposed agenda items. The Chair of the Executive Committee shall advise the President regarding the inclusion of these items on the agenda.
- 5) nominate one faculty member to serve as the institutional representative to the National Collegiate Athletic Association. This appointment will be confirmed by a majority vote of the Faculty Senate. There shall be a two-year apprenticeship prior to becoming the institutional representative. The institutional representative will serve a six-year term of office (a total of eight years) and may not succeed himself/herself.
- 6) appoint members to both standing committees and ad hoc committees. In general, members will be chosen to ensure representation from across the University community. The Executive Committee will solicit interest for any nomination or appointment to a standing committee or ad hoc committee. However, in some cases qualifications for committee membership will accrue directly from the nature of the committee activity and the interest and talents of certain individuals.
- 7) ensure that each ad hoc committee has a specific charge that outlines measurable objectives for the committee and time constraints for the accomplishment of these objectives.

8) meet at least once a session with the Chair of each ad hoc committee to discuss the status of its activities and may meet with the Chair of any standing committee at the request of the Executive Committee's Chair. The Executive Committee will review these activities and provide advice and assistance to facilitate the successful completion of these committees' tasks.

9) ensure that each ad hoc committee submits to the Executive Committee a written final report summarizing its activities. These reports will be provided to the Senate for review and action, as needed.

10) The charge to the committees, their creation, membership, and leadership shall be the function of the Executive Committee of the Faculty Senate. The Senate may override the decision of the Executive Committee of the Faculty Senate by a majority vote of those present.

The composition of this committee is described in the following text box:

Current Composition:	Proposed Composition:
Chair: SEC member elected by the voting members of the committee	Chair: Senator elected by the Senate (non-voting except in the case of a tie)
6 members (one from each college and the Library elected by the membership of that college and the library)	6 members (one from each college and the Library elected by the membership of that college and the library)
Sub-total: 6	Sub-total: 7
Non-voting: Senate Librarian Staff member designated by the President	Non-voting (in addition to the Chair): Senate Librarian Staff member designated by the President
Sub-total: 2	Sub-total: 2
Total: 8	Total: 9

Senators shall be elected to the Executive Committee for two-year staggered terms. The staff member designated by the President acts as a liaison with the Executive Committee, providing staff assistance and administrative support.

Undergraduate Committee

The Senate Restructuring Task Force recommends the changes to this committee described in the text box below. We also suggest that the current name of the committee, the Undergraduate Council, be changed to Undergraduate Committee to be more consistent with the other standing committees of the Senate and to eliminate the symbolic difference between the Councils and other Senate committees.

The composition of this committee is described in the following text box:

Current Composition:	Proposed Revision:
Chair: Dean of Undergraduate Studies academic deans (5) University Librarian Registrar Director of Advisement one senator 6 faculty members (one from each college and the Library) SGA president or VP of Acad. Affairs Total: 17	Chair: Senator elected by the voting members of the committee 6 senators (including the chair) appointed by the SEC representing the 5 colleges and the Library 6 faculty members elected by the Senate from a slate of 2 candidates forwarded to the Senate by each college and the Library Sub-total: 12 Non-voting: Provost or delegate (who will vote in the case of a tie among the voting members of the committee) SGA president or SGA VP of Acad. Affairs Sub-total: 2 Total: 14

Rationale:

The proposed changes in representation will greatly enhance the voice of the Faculty Senate and the Faculty in the important area of curriculum development as mandated by the *Statutes*¹ and the *Bylaws*², since the recommendations made by the council will be the expression of the voice of the faculty.

The removal of the deans and other administrators from the committee and the transformation of the status of the Provost/delegate and SGA representative to non-voting members of the committee are consistent with the changed composition of the Senate itself. Resource people will still be available, bringing their expertise, resources, and institutional memory to the committee to help facilitate the decision-making process.

The Deans will not be deprived of their voice in curricular decisions. College Deans will continue to be responsible

¹ Statutes, Article IV, Section 2. "Faculty ... shall be responsible for regulations affecting academic activities, general educational policy of the University, welfare of the faculty, and other matters as may maintain and promote the best interests of the University as specified in the *Policy Manual of the Board of Regents*. The Faculty Senate shall be the representative and legislative agency of the faculty and is established"

² Bylaws, Article I. "...[I]t shall be responsible in formulating policies and reviewing procedures [which] academic activities, general educational policy of the University,...and other matters which maintain and promote the best interests of the faculty and the University as specified in the *Policy Manual of the Board of Regents*."

for presenting proposals to the Undergraduate Committee and having the proper witnesses available to support their proposals at the meetings of the committee. Moreover, the Deans will have had the opportunity to examine curricular proposals prior to their appearance at the Undergraduate Committee through the college curriculum committees. Additionally, should a matter exit the Undergraduate Committee and be approved by the Senate, a Dean or several Deans can still argue against said matter in the Deans' Council. With the present proposed Undergraduate Committee structure, the President, who makes the final decisions, will have the opportunity to consider both faculty and administration viewpoints.

Graduate Committee

The Senate Restructuring Task Force recommends the changes to this committee described in the text box below. We also suggest that the current name of the committee, the Graduate Council, be changed to Graduate Committee to be more consistent with the other standing committees of the Senate and to eliminate the symbolic difference between the Councils and other Senate committees.

The composition of this committee is described in the following text box:

Current Composition:	Proposed Revision:
<p>Chair: Dean of Graduate Studies Academic deans (5) University Librarian Registrar One senator* 10 faculty members (2 from each college)** 1 Graduate student***</p> <p>Total: 20</p> <p>*holding full graduate faculty status **each college also chooses one alternate; all of whom hold full graduate faculty status. ***Chosen by a process devised by the Graduate Council</p>	<p>Chair: Senator elected by the voting members of the committee 6 senators (including the chair) appointed by the SEC representing the 5 colleges and the Library* 6 faculty members elected by the Senate from a slate of 2 candidates forwarded to the Senate by each college and the Library*</p> <p>Sub-total: 12</p> <p>Non-voting: Provost or delegate of the Provost (who will vote in case of a tie vote among the voting members of the committee) Graduate student elected by the Graduate Student Association</p> <p>Sub-total: 2</p> <p>Total: 14</p> <p>*Senate and faculty representatives must hold graduate faculty status, full or associate.</p>

Rationale:

The proposed changes in representation will greatly enhance the voice of the Faculty Senate and the Faculty in the areas of graduate programs and curricula, curricular and program development, maintenance of rigorous and ongoing review of all graduate programs, and policies for appointment and retention on the Graduate Faculty, as mandated by the *Statutes*³ and the *Bylaws*⁴.

³ *Statutes*, Article IV, Section 2. "Faculty ... shall be responsible for regulations affecting academic activities, general educational policy of the University, welfare of the faculty, and other matters as may maintain and promote the best interests of the University as specified in the *Policy Manual of the Board of Regents*. The Faculty Senate shall be the representative and legislative agency of the faculty and is established"

⁴ *Bylaws*, Article I. "...[I]t shall be responsible in formulating policies and reviewing procedures [which] academic activities, general educational policy of the University, ... and other matters which maintain and promote the best interests of the faculty and the University as specified in the *Policy Manual* of the Board of Regents.

The removal of administrators and the transformation of the status of the Provost and graduate student representative to non-voting members of the committee are consistent with the changed composition of the Senate itself (and the Undergraduate Committee,). Resource people (deans, registrar, etc.) will still be available to the committee, bringing their expertise, resources, and institutional memory to the committee to help facilitate the decision-making process.

The Deans will not be deprived of their voice in decisions concerning the various graduate programs of the University. College Deans will continue to be responsible for presenting proposals to the Graduate Committee and having the proper witnesses available to support their proposals at the meetings of the committee. Moreover, the Deans will have had the opportunity to examine curricular and program proposals prior to their appearance at the Graduate Committee through the appropriate college committees. Additionally, should a matter exit the Graduate Committee and be approved by the Senate, a Dean or several Deans can still argue against said matter in the Deans' Council. With the present proposed Graduate Committee structure, the President, who makes the final decisions, will have the opportunity to consider both faculty and administration viewpoints.

Library Committee

The Task Force recommends the changes to the Library Committee as listed in the text box below. The committee's current responsibilities include the following:

- A. Review and recommend policy for the library, including public services and the allocation of departmental funds; and
- B. Address other specific questions in this area that may be requested by the Senate Executive Committee.

The composition of this committee is described in the following text box:

Current Composition:	Proposed Revision:
<p>The University Librarian. (1)</p> <p>One senator. (1)</p> <p>One elected faculty member from each college and the library. (6)</p> <p>One undergraduate student and one graduate student selected by the Deans of Undergraduate and Graduate Studies respectively. (2)</p> <p>Total: 10 (director/7 fac/2 students)</p>	<p>Chair: Senator elected by the voting members of the committee</p> <p>6 senators (including the chair) appointed by the SEC representing the 5 colleges and the Library</p> <p>6 faculty members elected by the Senate from a slate of 2 candidates forwarded to the Senate by each college and the Library</p> <p>Sub-total: 12</p> <p>Non-voting:</p> <p>University Librarian or delegate (who shall vote in case of a tie among the voting members of the committee).</p> <p>One undergraduate student and one graduate student, chosen in an appropriate manner by the SGA and the Graduate Student Association.</p> <p>Sub-total: 3</p> <p>Total: 15</p>

Rationale:

The Task Force recommends changing the composition of this committee to foster increased coordination and communication between the teaching faculty and the library. The recommended change in the manner in which the student members are appointed reflects a more democratic selection process.

Faculty Development Committee

The Task Force recommends separating the current Faculty Development, Research, and Service Committee into three distinct committees. The responsibilities of the Faculty Development Committee would include the following:

- A. Recommend policies and procedures covering all aspects of faculty development;
- B. Review and evaluate proposals for faculty development funding and allocate funds budgeted for that purpose; and
- C. Address other specific questions in this area that may be requested by the Senate Executive Committee.

The composition of this committee is described in the following text box:

Current Composition:	Proposed Revision:
<p>Chair: Provost and Vice President for Academic Affairs or designee (may designate a chair). (1)</p> <p>Elected faculty members: three faculty from each college and the library. (18)</p> <p>Three senators. (3)</p> <p>The Dean of Undergraduate Studies The Dean of Graduate Studies The Director of the Office of Research Services and Sponsored Programs. (3)</p> <p>Total: 25 (21 fac/25)</p>	<p>Chair: Senator elected by the voting members of the committee</p> <p>6 senators (including the chair) appointed by the SEC representing the 5 colleges and the Library</p> <p>6 faculty members elected by the Senate from a slate of 2 candidates forwarded to the Senate by each college and the Library</p> <p>Sub-total: 12</p> <p>Non-voting:</p> <p>Provost or delegate (who will vote in case of a tie vote among the voting members of the committee)</p> <p>Director of the Office of Research Services and Sponsored Programs</p> <p>Sub-total: 2</p> <p>Total: 14</p>

Rationale:

Consistency with the President's proposal and with the Senate's goal of making Senate's recommendations the expression of the voice of the faculty.

Faculty Research Committee

The Task Force recommends separating the current Faculty Development, Research, and Service Committee into three distinct committees. The responsibilities of the Faculty Research Committee would include the following:

- A. Recommend policies and procedures covering all aspects of faculty research;
- B. Review and evaluate proposals for faculty research funding and allocate funds budgeted for that purpose; and
- C. Address other specific questions in this area that may be requested by the Senate Executive Committee.

The composition of this committee is described in the following text box:

Current Composition:	Proposed Revision:
Chair : Provost and Vice President for Academic Affairs or designee (may designate a chair). (1)	Chair: Senator elected by the voting members of the committee
Elected faculty members: three faculty from each college and the library. (18)	6 senators (including the chair) appointed by the SEC representing the 5 colleges and the Library
Three senators. (3)	6 faculty members elected by the Senate from a slate of 2 candidates forwarded to the Senate by each college and the Library
The Dean of Undergraduate Studies	Sub-total: 12
The Dean of Graduate Studies	Non-voting:
The Director of the Office of Research Services and Sponsored Programs. (3)	Provost or delegate (who will vote in case of a tie vote among the voting members of the committee)
	Director of the Office of Research Services and Sponsored Programs
	Sub-total: 2
Total: 25 (21 fac/25)	Total : 14

Rationale:

Consistency with the President's proposal and with the Senate's goal of making Senate's recommendations the expression of the voice of the faculty.

Faculty Service Committee

The Task Force recommends separating the current Faculty Development, Research, and Service Committee into three distinct committees. The responsibilities of the Faculty Service Committee would include the following:

- A. Recommend policies and procedures covering all aspects of faculty service;
- B. Review and evaluate proposals for faculty service funding and allocate funds budgeted for that purpose; and
- C. Address other specific questions in this area that may be requested by the Senate Executive Committee.

The composition of this committee is described in the following text box:

Current Composition:	Proposed Revision:
Chair : Provost and Vice President for Academic Affairs or designee (may designate a chair). (1)	Chair: Senator elected by the voting members of the committee
Elected faculty members: three faculty from each college and the library. (18)	6 senators (including the chair) appointed by the SEC representing the 5 colleges and the Library
Three senators. (3)	6 faculty members elected by the Senate from a slate of 2 candidates forwarded to the Senate by each college and the Library
The Dean of Undergraduate Studies	Sub-total: 12
The Dean of Graduate Studies	Non-voting:
The Director of the Office of Research Services and Sponsored Programs. (3)	Provost or designee (who will vote in case of a tie vote among the voting members of the committee)
	Director of the Office of Research Services and Sponsored Programs
	Sub-total: 2
Total: 25 (21 fac/25)	Total: 14

Rationale:

Consistency with the President's proposal and with the Senate's goal of making Senate's recommendations the expression of the voice of the faculty.

The Athletics Committee

The only proposed revision to this committee is that it be chaired by a faculty senator. The current responsibilities of the Athletics Committee include the following:

- A. Ensure continuing oversight of all athletic programs in three major areas: academics, health/medical, and financial operations;
- B. Provide a summary report to the Senate on all infractions of National Collegiate Athletic Association rules and regulations which are reported to the National Collegiate Athletic Association;
- C. Recommend policy and procedures for all aspects of intercollegiate athletics; and
- D. Address other specific questions in this area that may be requested by the Senate Executive Committee.

The composition of this committee is described in the following text box:

Current Composition:	Proposed Revision:
<p>Chair: Faculty member from the committee</p> <p>Athletic Director Vice President for Business and Finance 1 senator 6 faculty members (one from each college and the library) 2 students appointed by the Student Government Association Faculty member designated as the institutional representative to the National Collegiate Athletic Association The chair and president of Southern Boosters serves as a non voting member.</p> <p>Total: 13</p>	<p>Chair: Senator appointed by the SEC</p> <p>Athletic Director Vice President for Business and Finance 1 senator (Chair) 6 faculty members (one from each college and the library) 2 students appointed by the Student Government Association Faculty member designated as the institutional representative to the National Collegiate Athletic Association</p> <p>Sub-total: 12</p> <p>Non-voting: The chair and president of Southern Boosters Sub-total: 1</p> <p>Total: 13</p>

Academic Standards Committee (New)

This purpose of this new committee will be to review admission standards/requirements, University Honors, and curricular decisions as they affect the overall academic integrity of the University. It shall concern itself with the applicability, appropriateness, and reasonableness of academic policies that are University-wide in their scope and have implications for the standards of the various units of the University. Senate reviews of new or existing programs shall take into account the purpose and nature of the particular college or school as well as the goals of the University. It is recognized that while it is desirable for some academic policies to be University-wide, it is not the function of the Senate to enforce uniformity. Within these guidelines this committee's responsibility shall include, but not be limited to, the following:

- A. Existing degree programs;
- B. Standards and policies concerning undergraduate admissions, retention, suspension, exclusion, special admission/readmission, and provisional/probationary criteria and standards, graduation requirements, examinations and grading system, and student academic records; and
- C. Coordinating inter-college matters of an academic nature

The composition of this committee is described in the following text box:

Proposed Composition:	
Chair:	Senator elected by the voting members of the committee
	6 senators (including the chair) appointed by the SEC representing the 5 colleges and the Library
	6 faculty members elected by the Senate from a slate of 2 candidates forwarded to the Senate by each college and the Library
Sub-total:	12
Non-voting:	
	Provost or delegate (who will vote in the case of a tie among the voting members of the committee)
Sub-total:	1
Total:	13

Rationale:

This committee will enable the Senate to play a greater role in determining the academic standards of the University. Rather than attempt to oversee such a broad task in nuts-and-bolts type committees (such as the Undergraduate Committee or the Admissions Committee), it seems appropriate that a committee with such a broad charge would not necessarily have to concern itself with the details of curricular issues, admissions guidelines, retention policies, probation rules; the committee could focus on the larger issues of academic integrity that enhance the desired outcomes of the University's curricula.

Elections Committee (New)

This purpose of this new committee is to oversee Senate elections. Specifically, the committee's responsibilities will include the following:

- A. Coordinate the election of Senators;
- B. coordinate any other Senate elections as directed by the SEC;
- C. Address other specific questions in this area that may be requested by the Senate Executive Committee.

Committee members will be responsible for the coordination of elections in their respective units. The election procedure shall include a method of nomination and election of Senators and Senate committee faculty nominees, and the tabulation of results. Election results shall be posted as soon as possible following each election.

The composition of this committee is described in the following text box:

Proposed Composition:
Chair: Senator elected by the voting members of the committee
6 senators (including the chair) appointed by the SEC representing the 5 colleges and the Library
6 faculty members elected by the Senate from a slate of 2 candidates forwarded to the Senate by each college and the Library
Sub-total: 12
Non-voting:
Secretary of the Senate (who will vote in the case of a tie among the voting members of the committee)
Sub-total: 1
Total: 13

Rationale:

Having a Faculty Senate election committee will ensure consistency in the election process. It will also facilitate record keeping and the publication of the results. The committee will have the support of the Faculty Senate Office.

Faculty Welfare Committee (New)

The Task Force recommends establishing a Faculty Welfare Committee to monitor policies and practices that impact the general welfare of the faculty. Specifically, the committee's responsibilities will include the following:

- A. Conduct an on-going study of campus, University Systems of Georgia, state, and national policies affecting faculty benefits and working conditions;
- B. Solicit suggestions and concerns related to faculty welfare from individual faculty members and groups of faculty;
- C. Draft for Senate consideration resolutions on issues of faculty welfare to be presented to the President;
- D. Review existing and proposed evaluation instruments and procedures – including student evaluations of faculty, peer-evaluation of faculty, and faculty evaluation of administrators – and recommend to the Senate changes in evaluation procedures and instruments; and
- E. Periodically review issues of validity and reliability of campus-wide evaluation instruments and monitor the collection and distribution of evaluation data.

The composition of this committee is described in the following text box:

Proposed Composition:	
Chair:	Senator elected by the voting members of the committee
	6 senators (including the chair) appointed by the SEC representing the 5 colleges and the Library
	6 faculty members elected by the Senate from a slate of 2 candidates forwarded to the Senate by each college and the Library
Sub-total:	12
Non-voting:	
	Provost/delegate (who will vote in the case of a tie among the voting members of the committee)
Sub-total:	1
Total:	13

Rationale:

This committee will help ensure that issues affecting faculty working situations have a venue where they can be raised and studied in a systematic manner so that the Senate can act with a greater degree of efficacy on these matters. Evaluation is potentially one of the most contentious issues on college campuses, with questions ranging from the validity of standardized forms to the legality of publishing the data. Moreover, since evaluation is arguably one of the main components in the overall appraisal of an individual faculty member or administrator, with merit raises, tenure, etc., being affected by the evaluation process, faculty should have significant input on the ethical and appropriate use of such evaluation instruments. In general, this committee would be charged with maintaining the quality of our evaluation processes and to give professional educators a role in the creation and maintenance of evaluation tools.

University committees

Some standing committees shall be called university committees to distinguish them from Faculty Senate Committees. These committees are currently established and their membership will not be affected by the Faculty Senate proposal. Examples of University committees are listed below. This is a partial list, it is not meant to be comprehensive.

- Calendar committee
- CELC
- Admissions committee
- Honors committee
- Wellness committee

Other